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Activity Report March 1963  
Telephone Facilities Branch

A. Telephone Facilities Branch  
Service Performed:

(1) Requests for service on hand prior to 1 March 1963	15
(2) New Requests received - memorandums, verbal	544
(3) Orders issued written and verbal to the Telephone Company	547
(4) Requests on hand last day of month	12
[REDACTED]	
(7) Telephone Stations surveys conducted	36
(8) Station Equipment Activity	
Connected	260
Disconnected	184
Relocated	241
Changed	200
(9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 602 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost to the Agency.	
(10) The emergency power supply from the Office of Communications instantaneous generators has been extended to the Switchboard Room. This change provides continuous lighting for the telephone operators in the event of a commercial power outage.	

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(12) The work related to providing telephone service to Building [REDACTED] is progressing satisfactorily. A separate one-hundred pair cable will be provided to furnish Agency service at this location. Per Agency instructions, there will be no multiple appearances of these cable pairs. C & P Telephone Company and General Service Administration have been furnished a construction completion date of 6 June 1963. Station equipment service orders and supporting wiring diagrams for the occupants are now being prepared by this office.

(13) Headquarters Building - Two coin operated public telephones were installed inside the double doors entering the Auditorium from the tunnel. The telephone company will provide public telephone signs which will be placed at the bus stop and tunnel areas directing employees to this location.

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